


City of Alexandria, Virginia

MEMORANDUM TO INDUSTRY 2020-01

DATE: JANUARY 27, 2020

TO: PERMIT CENTER CUSTOMERS & STAFF

FROM: WAYNE LIGHTFOOT, PERMIT CENTER DIVISION CHIEF, 
DEPARTMENT OF CODE ADMINISTRATION

SUBJECT: TRADE PLAN REVIEW REQUIREMENTS FOR RESIDENTIAL NEW
CONSTRUCTION, ADDITIONS & ALTERATIONS

Effective March 1, 2020, Trade reviews for residential additions and alterations less than 1200 square feet per floor will no longer be exempt from plan review. Plan review of the trades minimizes the need for field changes because it requires interpretation of standards prior to construction thereby saving time and expense for both the customer and the City.

In accordance with Section 109 of the Virginia Uniform Statewide Building Code (USBC), construction documents shall be submitted with the application for a permit. Construction documents are exempt **only** when the building official determines the proposed work is of a minor nature. For additional information on the application process, plan review process, or checklists please visit www.alexandriava.gov/code.